

**Superior Court of Washington
County of**

In re:

and

Petitioner,

Respondent.

No.

**Order Allowing Service
By Mail
(ORRSR)**

I. Basis

The court has considered _____ [Moving party]'s motion and declaration requesting an order allowing service of the summons and petition by mail.

II. Findings

Based on the motion and declaration, the court ***Finds*** that the summons and petition in this matter should be served on _____ [Nonmoving party] by mail in accordance with CR 4(d)(4).

III. Order

It is Ordered:

- 3.1 The summons and petition shall be served on the nonmoving party by mail by a person 18 years of age or over and competent to be a witness but not the moving party.
- 3.2 Two (2) copies shall be mailed postage prepaid, one by ordinary first class mail, and the other by certified mail, return receipt requested, showing when, and to whom, delivered, each showing a return address for the sender or an address through which correspondence may be directed to the sender.

3.3 The mailings shall be sent to the following address(es):

3.4 These addresses are:

- ☐ The last known mailing address of the nonmoving party.
- ☐ The mailing address of the nonmoving party's parent or nearest living relative.
- ☐ Other:

3.5 A summons and petition mailed to the nonmoving party in care of parents or other individuals shall be addressed directly to the parent or other individual with a note enclosed asking that the summons and petition be delivered to the nonmoving party.

3.6 The person mailing the summons and petition shall complete a Return of Service form.

Dated: _____

Judge/Commissioner

Presented by:

Signature of Moving Party or Lawyer/WSBA No.

Print or Type Name